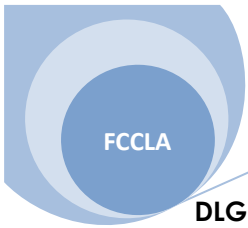


Table of Contents

How to Log in as a Chapter Advisor:	2
How to Verify Chapter Information:	2
How to set the Judges System Student Password:	3
How to Add Students	3
How to Add Advisers:	5
How to Add Other Participant Types:	5
How to Add Items to Participants	5
How to Submit Housing Registration	6
How to Add Someone from Another Chapter to this Reservation:	6
How To View Registration:	6
How to View Payment Receipt:	6

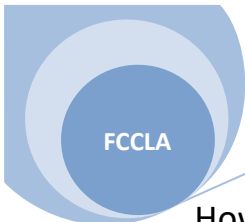


DLG Support Protocol:



DLG provides support to System Administrators on all applications. System Administrators provide support to their Advisors. i.e., if you have an advisor that is having a problem with registration, the advisor will contact the System Administrator. If the System Administrator is unable to resolve the problem, the System Administrator would contact DLG for support. This support protocol allows the System Administrator to be the primary point of contact and support for the Advisor and allows DLG to be the primary point of contact and support for the System Administrator.

A System Administrator is defined as any person that is responsible for setting up and maintaining the conference registration systems. If you are using this manual, you are probably considered the System Administrator.



How to Log in as a Chapter Advisor:

(Your User Name and password are the same that you use for National DECA Membership)

Please enter your username and password

User Name

Password

Administrator Logged In

Please note that you must have [cookies](#) enabled (especially session cookies) in your browser, in order to log in to the system. A cookie allows a website to store certain information on your local computer. Check with your technology person prior to registering if you think this could be an issue.

Can't remember your password? enter your email address below, and if it is found, then your password will be emailed to you.

Email Address:

1. Type the appropriate "Name" in the "User Name" field
2. Type the appropriate "Password" in the "Password" field
3. Click on the "Login" button
***Can't remember your password?** Enter your email address below, and if we find your record, your password will be emailed to you*
4. Type the appropriate "Email" in the "Email Address" field
5. Click on the "Send" button

How to Verify Chapter Information:

If you are logging on for the first time, you will see a verification screen to complete:

Adviser First Name *
 Last Name *

Status

T-Shirt Size *

Cell Phone # *

Chapter Name *

Address 1

Address 2

City State Zip

Chapter ID (Optional)

Area/District/Region

Email *

Confirm Email * (Please type email address again to confirm)

Additional Financial Emails

Phone

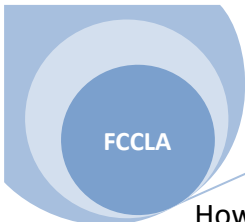
Fax

User Name *

Password *

Confirm Password *

1. Complete the appropriate fields in the **Verification** form
2. If a field has an "Asterisk (*)", you must complete those fields before you can "Save" your information
3. Type the appropriate "Name" in the "User Name" field
4. Type the appropriate "Password" in the "Password" field
5. Type the appropriate "Email" in the "Email" field
6. Click on the "Save" button



How to set the Judges System Student Password:

Note: This option will only be visible when verifying your chapter information, if the system admin decides that each chapter will set their own password

This password is needed to allow students to log in to the judges system and upload their own projects

Judges System Student Password*

1. If this feature has been turned on, when you log in to your registration site for the first time, you will see the page that asks you to update and verify your information
2. The very last text field is the "Judges System Student Password"
3. Type an appropriate password in the "Judges System Student Password" text field (Note: Password must be at least 8 characters long, contain both upper and lower case letters and contain at least 1 number)
4. Click on the "Save" button

How to Add Students:

1. Click on the "Add Student" button

First Name Last Name
 (Leave name fields blank to list all members at once)

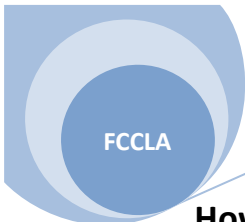
2. Leave the name fields blank and Click the "Search" button to list all members at once

Name	Affiliation Status	Select Participant Type	Grade	Competition Level
	Paid member	Not Attending	Grade 11	Level 3 - Grades 11-12
	Paid member	Already Registered		
	Paid member	Already Registered		
	Paid member	Not Attending	Grade 11	Level 3 - Grades 11-12

3. Select the appropriate "Type" from the "Participant Type" field Drop-Down list
4. Click on the "Continue" button to begin the Participant wizard

First Name *
 Participant Type *
 Grade Level 11
 Level 3 - Level 3 - Grades 11-12

5. On the "Participant Info" tab review the "Participant Type" from the Drop-down list
6. Click on the "Next" button



How to Add Students Continued

Description	Price	Quantity
Leadership Tracks		
Leadership Tracks will be offered at TBD p.m., TBD p.m., and TBD p.m. on Friday. How many students will attend?	\$0.00	<input type="text" value="0"/>
Spotlight on Projects-ONLY ONE entry per category		
Spotlight on Projects Entry: Career Connection Category (ONLY ONE entry allowed per category)	\$20.00	SOLD OUT

- On the **“Items”** tab, Type the appropriate **“Number”** in the **“Quantity”** field
- Click on the **“Next”** button

Event Name	Min Entries	Max Entries	Max # of Teams	Select	Team #	Questions	Notes
FCSAs							
FCSA - Child Development	1	999		<input type="checkbox"/>			
FCSA - Consumer Math	1	999		<input type="checkbox"/>			
FCSA - Creed, Mission & Purpose	1	999		<input type="checkbox"/>			

- On the **“Events”** tab, locate the event and select the **“Event”** checkbox
- Click on the **“Next”** button

Please Select Events you are interested in

Bakery and Pastry

Career Investigation Level 1

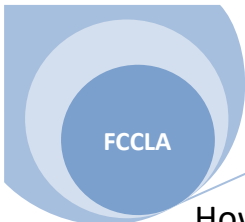
Career Investigation Level 2

Career Investigation Level 3

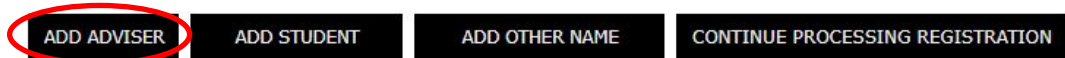
- On the **“Volunteer”** tab, locate the and select **“Events you are interested in”** checkbox
- Click on the **“Next”** button

What color is the sky?

- On the **“Questions”** tab, Select the appropriate **“Answer”** from the **“Question”** Drop-Down list
- Click on the **“Next”** button
- On the **“Review”** tab, review the Participant Info
- Click on the **“Finish Editing”** button



How to Add Advisers:



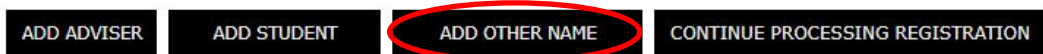
- 1. Click on the "Add Adviser" button to add an Adviser

Add Adviser

Adviser Name	Status	Participant Type
	Paid member	Not Attending
<input type="button" value="Submit"/>		
Back to Registration List		

- 2. Select the appropriate "Type" from the "Participant Type" Drop-Down list
- 3. Click on the "Submit" button

How to Add Other Participant Types:



- 1. Click on the "ADD OTHER NAME" button

Participant Info	Items	Events	Volunteer	Questions
<input type="button" value="Review"/>				

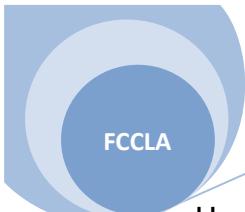
First Name * MI Last *
 Participant Type *
 Volunteer/Evaluator?

- 2. Complete the "Participant" wizard
- 3. Click on the "Finish Adding Other" button

How to Add Items to Participants:

Participant ID	Name	Participant Type	Item Selection				
1199008	1, 1	G	Spotlight/Tracks (\$0.00)			Edit	Delete
1199006		M	Spotlight/Tracks (\$0.00)	<input checked="" type="checkbox"/>	Event	Edit	Delete
1199002		M	Spotlight/Tracks (\$0.00)	<input checked="" type="checkbox"/>	Event	Edit	Delete

- 6. Click on the "Select Chapter Events" link
- 7. Select the "Event" checkbox
- 8. Select the appropriate "Room" from the "Select Room #" field Drop-Down list
- 9. Select the checkbox next to the students to place in the room



How to Submit Housing Registration:

1. Click on the "Housing" button

Select Room Type
 Select Room #

Select	Name	Gender
<input type="checkbox"/>	██████████ (Member Registration)	F
<input type="checkbox"/>	██████████ (Member Registration)	F

2. Select the appropriate "Type" from the "Select Room Type" field Drop-Down list
3. Select the appropriate "#" from the "Select Room #" field Drop-Down list
4. Select the "Select" checkbox next to the participant
5. Click on the "Add To Room" button
6. Repeat the process until all members are assigned to a rooms

*Note: You MUST click on the **Submit Hotel Reservation** button to complete your reservation*

How to Add Someone from Another Chapter to this Reservation:

1. Below the "Add To Room" button Click on the "Add from another chapter" link
2. Select the appropriate "Chapter" from the "Please select chapter:" field Drop-Down list
3. Click on the "Select" button
4. Select the appropriate "individual" from the "Please select an individual" field Drop-Down list
5. Click on the "Select" button

██████████ (Member Registration) (from another chapter) NGS

6. Select the "Select" checkbox next to the participant
7. Select the appropriate "Type" from the "Select Room Type" field Drop-Down list
8. Select the appropriate "#" from the "Select Room #" field Drop-Down list
9. Click on the "Add To Room" button
10. Click on the "Submit Hotel Reservation" button

How To View Registration:

1. Click on "Main" located at the top of the screen
2. Click on "Chapter" in the Drop-Down Menu
3. Click the "List All Chapters" link
4. Select "Log on" from the "Action" field Drop-Down list Note: This will bring you to the Chapter Advisors log on screen
5. Click on the "View Registration" button located below the Participants Table

How to View Payment Receipt:

1. Click on "Main" located at the top of the screen
2. Click on "Chapter" in the Drop-Down Menu
3. Click the "List All Chapters" link
4. Select "Log on" from the "Action" field Drop-Down list Note: This will bring you to the Chapter Advisors log on screen
5. Click on the "View Payment Receipt" button located below the Participants Table